

AETV-CG

SUBJECT: Enclosure 5 (Holiday Schedule) to V Corps Command Training Guidance for FY03-04, Change 1

1. Reference USAREUR message number #0112071, subject: United States Army, Europe (USAREUR) FY 2003 Holiday Schedule.

2. The following list comprises approved holidays within V Corps for FY 03:

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>
USAREUR Training Holiday	Friday	11 Oct 02
Columbus Day	Monday	14 Oct 02
USAREUR Training Holiday	Friday	08 Nov 02
Veterans Day	Monday	11 Nov 02
Thanksgiving Day	Thursday	28 Nov 02
USAREUR Training Holiday	Friday	29 Nov 02
USAREUR Training Holiday	Tuesday	24 Dec 02
Christmas Day	Wednesday	25 Dec 02
USAREUR Training Holiday	Tuesday	31 Dec 02
New Years Day	Wednesday	01 Jan 03
USAREUR Training Holiday	Friday	17 Jan 03
Martin Luther King Jr. Day	Monday	20 Jan 03
V Corps Training Holiday	Monday	27 Jan 02
<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>
USAREUR Training Holiday	Friday	14 Feb 03
Presidents Day	Monday	17 Feb 03
USAREUR Training Holiday	Friday	14 Mar 03

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Supports DoDDS Spring Break	Friday	04 Apr 03
USAREUR Training Holiday	Friday	23 May 03
Memorial Day	Monday	26 May 03
USAREUR Training Holiday	Friday	20 Jun 03
Independence Day	Friday	04 Jul 03
USAREUR Training Holiday	Monday	07 Jul 03
USAREUR Training Holiday	Friday	08 Aug 03
USAREUR Training Holiday	Friday	29 Aug 03
Labor Day	Monday	01 Sept 03

3. V Corps will observe the Christmas-New Year holiday period from 19 December 2002 through 1 January 2003.

a. From 0800 to 1200, throughout the half-day schedule, all offices will be fully staffed. During the remainder of the duty day, each office will be manned with at least one knowledgeable individual who can contact off-duty personnel and leadership as required. In certain circumstances when it is necessary to maintain operational capability during the afternoon hours to interface with CONUS organizations, staff sections may elect to conduct a day on / day off holiday schedule.

b. A liberal time-off policy for military personnel is authorized; however, maximum pass time limits in conjunction with holidays and weekends will not be exceeded.

c. Civilian employees will be encouraged to take leave during the holiday period, but they cannot be required to do so. Supervisors will ensure that those individuals who choose to work have a productive duty day.

4. In addition to scheduled holidays, additional training holidays may be granted in recognition of outstanding achievement. Requests for additional holidays, with detailed justification, will be submitted to this headquarters, ATTN: AETV-GCT, NLT 45 days before the dates desired.

5. V Corps POC is CPT Gary Lloyd, G3 Training, DSN 370-5363/Fax 370-5907.